



EXHIBITOR APPLICATION

ARTISANS • CRAFTERS • RETAILERS • FOOD CONCESSIONAIRES
INFORMATION/BUSINESS • NON-PROFITS

The City of Groveland, Florida would like to invite you to participate in the 2022 Groveland Centennial Celebrations! Festivities will be spread over three exciting months of fun, food, fireworks, and music this year. The following pages provide the application, rules, responsibilities, and contact information. Deadlines are extremely important and must be adhered to – NO EXCEPTIONS. We encourage applicants to apply as soon as possible to secure your exhibitors space(s), as space is limited.

VENUE LOCATION

Lake David Park 450 South Lake Avenue, Groveland, Florida 34736

EVENT DATES & TIMES

Saturday February 26th, 2022 11:00 am - 8:00 pm	Sunday February 27th, 2022 11:00 am - 6:00 pm
Saturday March 26th, 2022 11:00 am - 8:00 pm	Sunday March 27th, 2022 11:00 am - 6:00 pm
Saturday April 23rd, 2022 11:00 am - 8:00 pm	

EXHIBITOR FEES

\$25.00 per day for each 10 x 10 space. This fee will not be refunded if you fail to cancel the reservation one week prior to the event. MAIL PAYMENTS TO: City of Groveland, 156 South Lake Ave Groveland FL 34736 ATTN: Centennial Celebration

INSURANCES

Exhibitors are required to provide a Certificate of Insurance for liability coverage during participation dates of the event.

APPLICATIONS

Applications will be accepted with the following deadlines (subject to availability): **February 22, 2022, March 22nd, 2022, and April 19th, 2022.** Applications can be downloaded at <https://www.groveland-fl.gov/35/Events>. Space is limited and Exhibitors will be selected subject to approval. All applicants will be reviewed for product quality, product type, booth appearance, and compliance and the Exhibitor will be carefully selected at the sole discretion of the Event Committee. If you are not in the position to submit your photos and application electronically, please mail them to the City of Groveland 156 South Lake Ave, Attention: Centennial Vendor, Groveland FL 34736 All applications must be e-mailed or postmarked by **February 22, 2022, March 22nd, 2022, or April 19th, 2022.**

Applications must be submitted with full payment; Exhibitor must also submit booth set-up and product assortment and copy of liability insurance certificate. Applicants' acceptance/rejection notices will be sent via the email address provided on your application within one (1) week of receipt. Limited electricity is available on a first come first serve basis at no fee but must be requested.

DAY OF EVENT SET UP

Exhibitors must check-in at their assigned time and the provided check-in location. All Exhibitors must be set up and ready for customers by 10:00 a.m. on event day. NO EXCEPTIONS! If you need to restock throughout the event, the exhibitor's location will be provided with a route for restocking. There will be no re-entry of vehicles until after the event. Individual generators are not permitted unless agreed to prior to the event. Please be advised, security will be provided for exhibitors who wish to leave merchandise in place. Exhibitors are required to remain open to the public during the entire event operating set times. No early closings! If you close early or leave, you will not be invited back for future events.

EVENT COORDINATOR CONTACT INFORMATION

SABINA KHAN-ALI
E-mail: Parks-Rec@groveland-fl.gov
Phone: 352-429-2141 Ext. 4004



EXHIBITOR APPLICATION

Official Use Only:
Booth Number(s): _____ ,
_____, _____
Ins Rec'd _____
Ins Paid _____
Setup Date _____
EM Accept _____ Ck-In _____

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Applicant/Business Name _____

Contact Name _____

Address _____ City _____ Zip _____

Primary Contact Number _____ Alternate Number _____

Email _____ (**THIS IS WHERE CHECK-IN INFO IS SENT)

EIN/Social Security: _____ Vehicle License Number: _____ State _____

Date(s) you are applying for:

- ☐ Saturday February 26th, 2022 11:00 am - 8:00 pm ☐ Sunday February 27th, 2022 11:00 am - 6:00 pm
☐ Saturday March 26th, 2022 11:00 am - 8:00 pm ☐ Sunday March 27th, 2022 11:00 am - 6:00 pm
☐ Saturday April 23rd, 2022 11:00 am - 8:00 pm

Set-up times will be provided prior to the event date.

☐ EMAIL PHOTOS OF BOOTH TO: sarah.pond@groveland-fl.gov

☐ GENERAL LIABILITY INSURANCE CERTIFICATE ATTACHED

☐ CHECK IF ELECTRICITY IS REQUIRED FOR YOUR BOOTH

Please note: Limited electricity is available on a first-come first-serve basis

SPECIAL REQUESTS: _____

(Specials Requests are not guaranteed.)

EXHIBITORS DESCRIPTION:

Which type best describes what you will be presenting in your booth space?

☐ Retail ☐ Crafts ☐ Jewelry ☐ Children Items ☐ Information/Business ☐ Non-Profit ☐ Sponsor

☐ Food Truck/Concessionaire

☐ Other _____

Serving side (if applicable): _____

PRODUCTS:

Please list some of your products and prices for reference:

Item: _____	Price: _____
Item: _____	Price: _____
Item: _____	Price: _____
Item: _____	Price: _____

☐ Request Standard Booth (10X10) ☐ Request Double Booth (10x20)

Limited End Caps are available on a first-come first-come basis.

PLEASE NOTE: If paying with a check please make check payable to: The City of Groveland.

Any refunds will be issued to the name on the check and will mailed to the address listed on the application above, within one week.



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TERMS & CONDITIONS

General Rules & Responsibilities for all Exhibitors

1. All exhibitor workers (staff and volunteers) must be registered. Credentials will be verified at the sign-in tent.
2. Must remain open to the public for the operational hours of the event (see cover page for times).
3. Each vendor is responsible for maintaining the cleanliness of their assigned space.
4. All garbage and trash must be disposed of in the provided waste receptacles only.
5. Concessionaires/Exhibitor nor their workers may not sell or solicit outside of their designated space.
6. Must provide own tent(s), table(s), chair(s), cam lock(s) and extension cord (if electric is needed).
7. All tents must be white in color unless it is a company logoed tent. Must be properly weighted and secured, no stakes are to be driven into the asphalt/concrete. If tent color is violated, it will result in expulsion and forfeiture of application fee.
8. Propane tanks are limited to (100 lb. 2 cylinder) unless pre-approved by the Event Committee.
9. May share space with like products (baked goods, jams, crafts, jewelry) if pre-approved by the Event Committee.
10. The following items are strictly prohibited:
 - a) Weapons (of any kind)
 - b) Drones
 - c) Motorized vehicles/bicycles/scooters/Segway's/hover boards (unless medically necessary)
 - d) Posters/flyers/political signs outside of vendor space
11. Merchandise
 - a) Only the merchandise/items listed in application will be allowed to be sold; any additions must be pre-approved by the Exhibitor Coordinator. Merchandise/item prices must be marked and/or posted legibly.
 - b) The sale of merchandise/items that offends community standards, depicts illegal drug use and/or related paraphernalia is prohibited.
12. Electricity
 - a) Electricity free but must be requested. Limited electricity is available on a first-come first-serve basis. Piggyback extension cords are not permitted under any circumstances with or without the use of power strips. Extension cords must be grounded (3 prong plugs), 12-gauge extension cords are recommended.
13. Alcoholic Beverages
 - a) No alcoholic beverage booths are available currently.
 - b) Consumption of alcohol or controlled substances while working as an exhibitor or concessionaire is strictly prohibited.
 - c) Minors under 21 years of age are prohibited from consuming, handling, or purchasing alcoholic beverages; violators will be banned from future events and handled by local law enforcement.
14. Insurance Requirements

Public liability and property damage insurance naming the City of Groveland as a Certificate Holder and Additional Insured in the amount not less than (\$1,000,000) one million per occurrence, (\$1,000,000) aggregate. Exhibitors are responsible for any or all personal property.

 - a) With submission and signing of this application the exhibitors agree to indemnify The City of Groveland and its agents (as applicable), and hold the same harmless from all claims, demands, actions, attorney's fees, costs and expenses based on or arising out of any acts, errors, omissions, faults, or negligence of contractors or its principals, subcontractors or other agents while performing services under this contract regardless of coverage under any insurance policy.
 - b) All exhibitors agree to indemnify, defend, and hold harmless the City of Groveland and any of its sponsors, employees/volunteers and agents from any loss, theft, damage or injury to any person or property taking part in the event.
15. Licenses/Permits
 - a) State License: Florida Department of Business and Professional Regulations license. Any Food Concessionaire not currently licensed through DBPR will be required to obtain a temporary event food handling license through DBPR or the Florida Department of Agriculture and Consumer Services. The State of Florida will inspect all food booths, business licenses and insurance policies prior to the opening of the event. (See attached application.)
 - b) Non-Profit Exhibitor Partner: Copy of Florida Department of Revenue Consumer Certificate of Exemption must be submitted. A nonprofit civic, fraternal, or religious organization exemption from licensing and inspection by the Division of Hotels and Restaurants may apply.



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TERMS & CONDITIONS (CONTINUED)

16. Quality assurance inspections will take place prior to the opening of the event and throughout the weekend to ensure all rules and regulations are being met and upheld.
17. Failure to abide by or flagrant disregard of the Event rules and responsibilities will result in expulsion.
18. Security will be provided for exhibitors who wish to leave merchandise in place.
19. Releases: photo(s) will be taken throughout the event; contractors/participants hereby give permission to the event and its assignees to take photographs, make audio recordings, and/or videos for such promotion or other lawful purposes.
20. The named contractors/participants and their representatives and/or workers waive and all rights or claims as to content approval or damages that may result from the use of such photographs, audio recordings, and/or videos.
21. All exhibitors must also return a signed General Release of Claims & Hold Harmless Agreement with their application including one (1) witness signature (found on the last page of the application and does not have to be notarized).

It is the desire of The City of Groveland and its Event Committee to establish long-term partnerships with our exhibitors. A partnership is an agreement to do something together that will benefit all involved; bringing results that could not be achieved by a single entity. The City of Groveland and its Event Committee will do their best to provide to all involved a well-organized and well-executed event. Please help us by, reading and following the Rules and Regulations set forth in this document. The City of Groveland City Manager and the Event Committee

Applicant agrees to follow all Event rules and that he or she has read and accepted the responsibilities defined in the pages of this document.

Date: _____

Signature: _____

Printed Name: _____

Company & Title: _____



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2022 GENERAL RELEASE OF CLAIMS & HOLD HARMLESS AGREEMENT

The City of Groveland does not provide liability insurance for the protection of persons, exhibitor partner, entertainers, organizations, spectators, or others who participate in any of the official City of Groveland Events

In consideration of participating in City of Groveland Events, I _____, an authorized representative of and on behalf of _____, do hereby release and forever discharge, City of Groveland, officials, employees, agents, servants, volunteers and sponsors for any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by _____, its owners, employees, volunteers, or agents in consequence of participating in the Centennial Celebration's.

As a part of the agreement with the City of Groveland to participate in City of Groveland Events, including but not limited to the Centennial Celebration and for the same consideration as provided for therein, _____ agrees to indemnify, hold harmless and defend the City of Groveland, its officials, employees, agents, servants, volunteers and sponsors from all claims, losses, damages, costs, charges, expenses, suits or actions brought against the City of Groveland by reason of injury (including death) to any person or damage to any property which results from _____, its owners, employees, volunteers, or agents negligence, intentional act or tortuous misconduct arising out of or in any manner connected with participation in City of Groveland Events. This includes attorney's fees and all costs of litigation including appellate attorney's fees and costs as well as any judgments.

This release extends to, applies to, covers, and includes all known, unknown, disclosed, unforeseen, unanticipated, and unsuspected injuries, damages, losses, and liabilities and the consequences thereof, notwithstanding the provisions of any state, federal, local, or territorial law or statute on the contrary. Such provisions are hereby expressly waived.

It is further understood and agreed that _____'s participation in the Centennial Celebration events is not to be construed as an admission of liability or the assumption of any responsibility by The City of Groveland and its officials, employees, agents, servants, volunteers, and sponsors, for the personal acts or omission by _____, or any of its owners, employees, volunteers, or agents.

I hereby agree on the behalf of my heirs, executors, administrators, and assigns and on behalf of _____, and its owners, to indemnify City of Groveland and its officials, employees, agents, servants, volunteers, and sponsors, jointly and severally and hold harmless from and against all actions, claims, demands and liabilities, loss damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by reason of _____'s participation in the Centennial Celebration.

The City of Groveland's Centennial Celebration Events and local law enforcement agency reserve the right to remove any misrepresented or inappropriate material or persons from the Event. Non-compliance with event regulations will result in forfeit of booth/fees and may result in immediate closure by The City of Groveland's Centennial Celebration.

Applicant/Business Name

Witness Name

Applicant Name

Witness Signature

Applicant Signature

Date